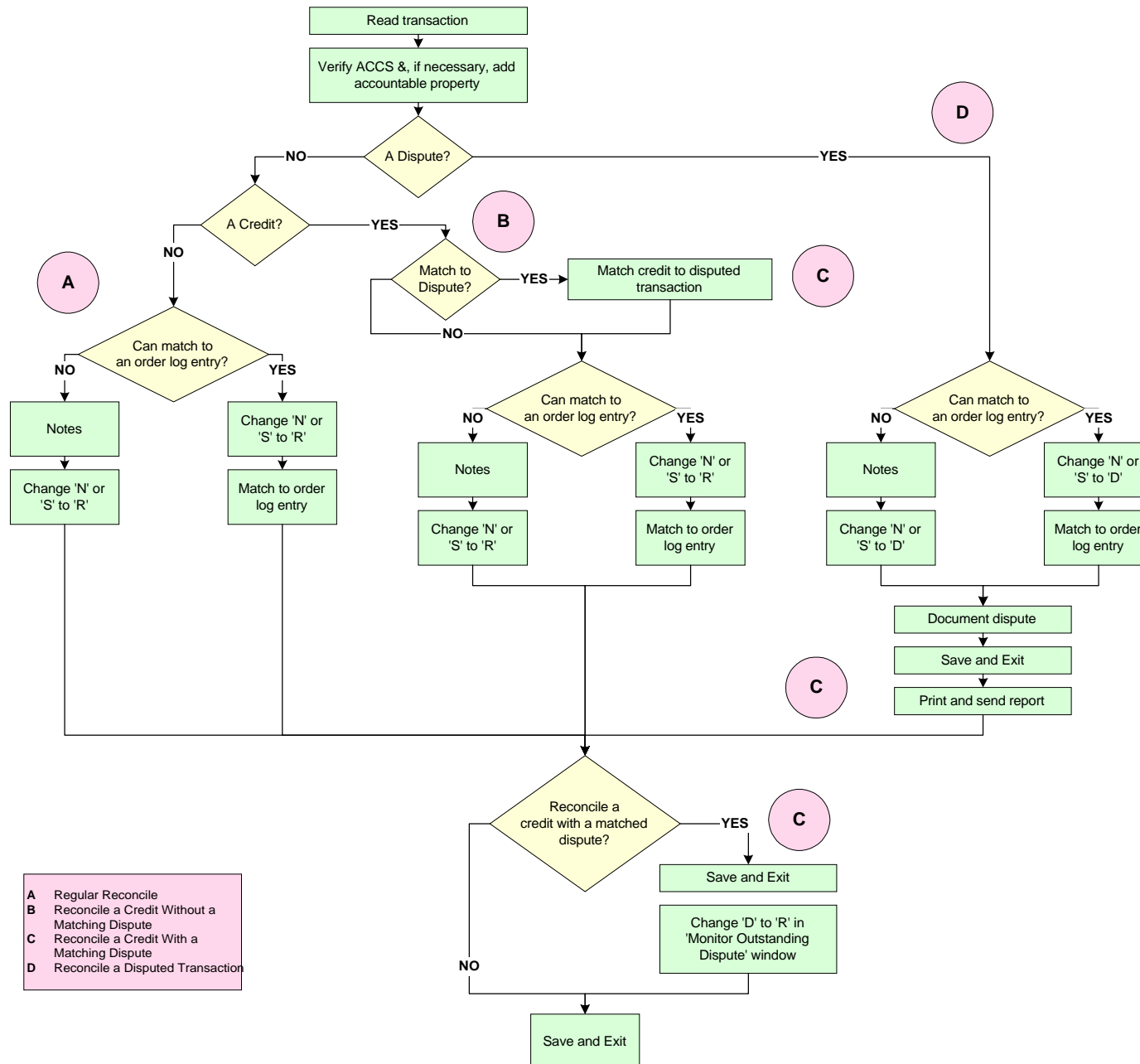
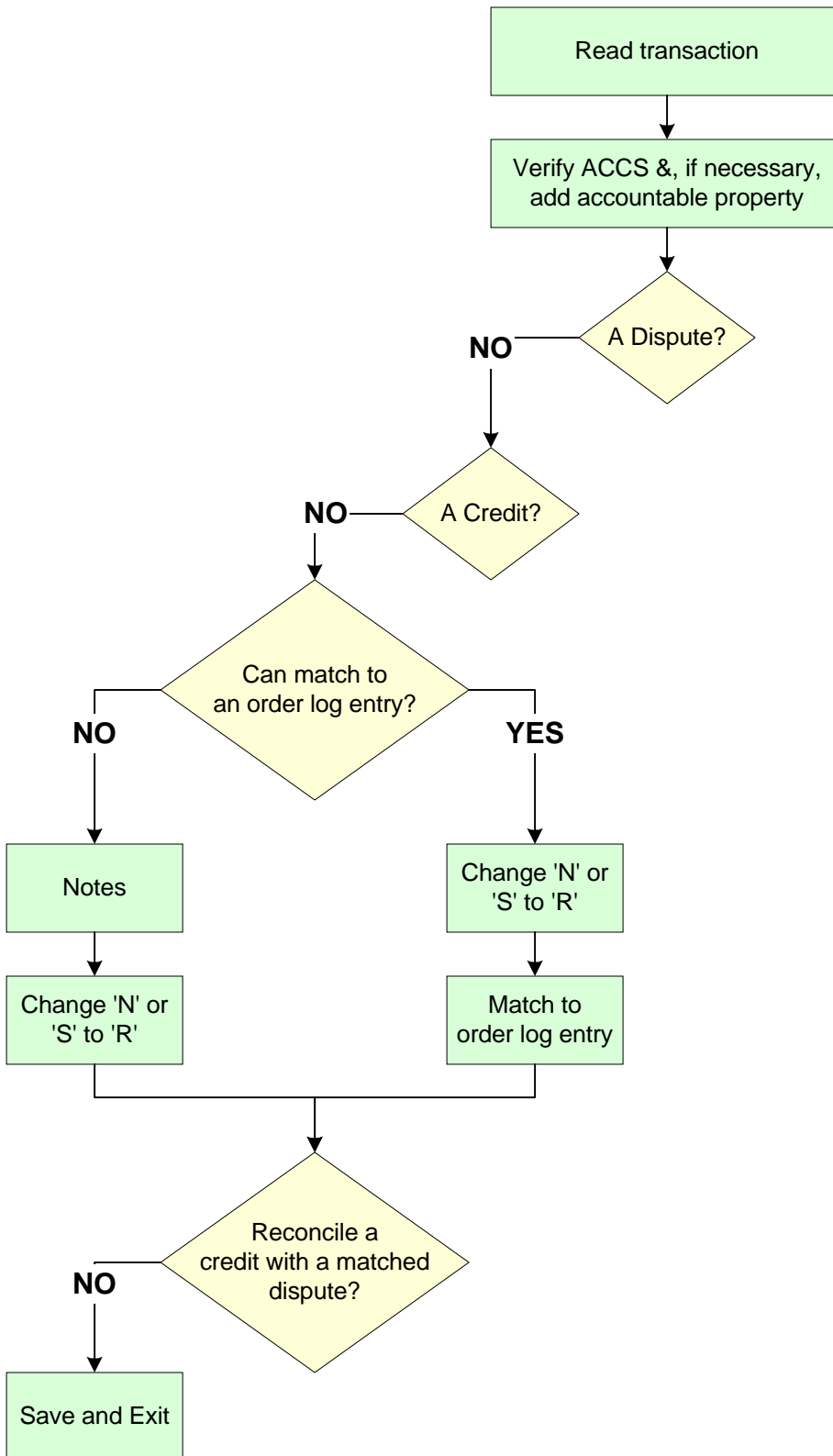


Commerce Purchase Card System

Reconciling a Transaction



Commerce Purchase Card System Regular Reconcile

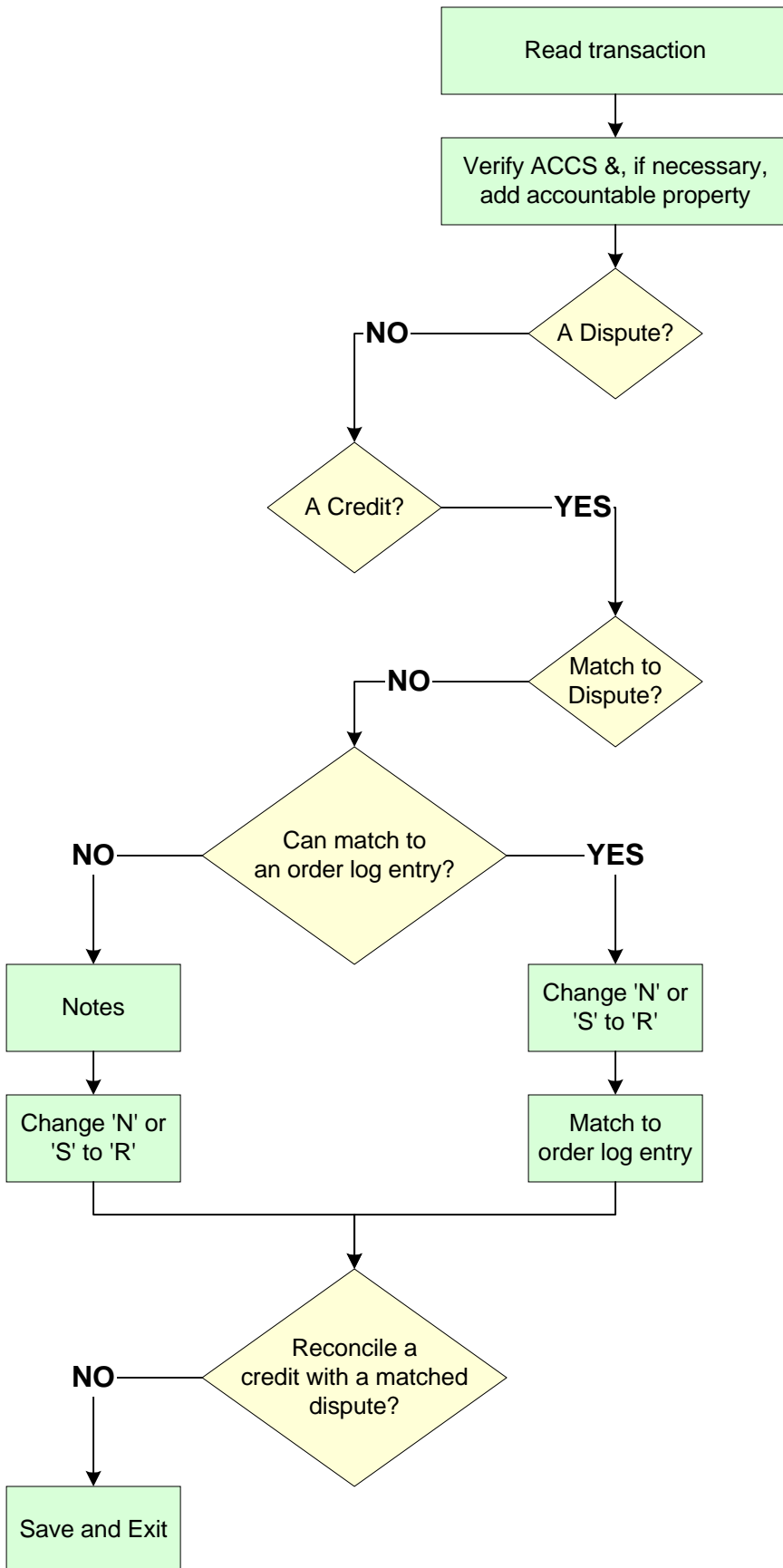


Regular Reconcile

- Read transaction
- Verify ACCS
- If object class = 3100 enter accountable property information
- Change 'N' or 'S' to 'R'
- Match transaction to order log entry
- Save and exit

Commerce Purchase Card System

Reconcile a Credit Without a Matching Dispute



Reconcile a credit without a matching dispute

- Read transaction
- Verify ACCS
- If object class = 3100 enter accountable property information

If credit received and NOT related to a specific order log entry:

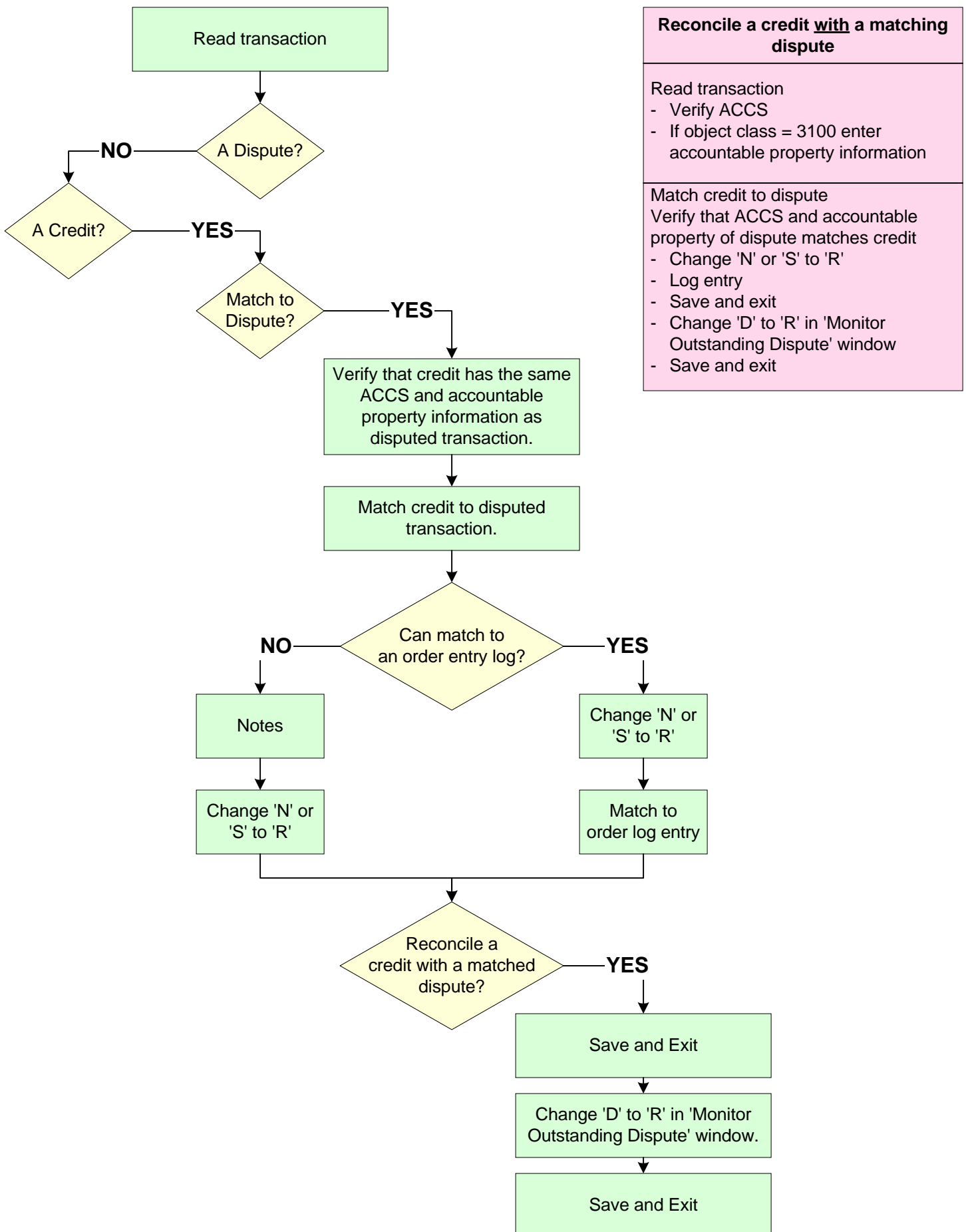
- Document reason in note
- Change 'N' or 'S' to 'R'
- Save and exit

If credit received and related to a specific order log entry:

- Change 'N' or 'S' to 'R'
- Match transaction to log entry
- Save and exit

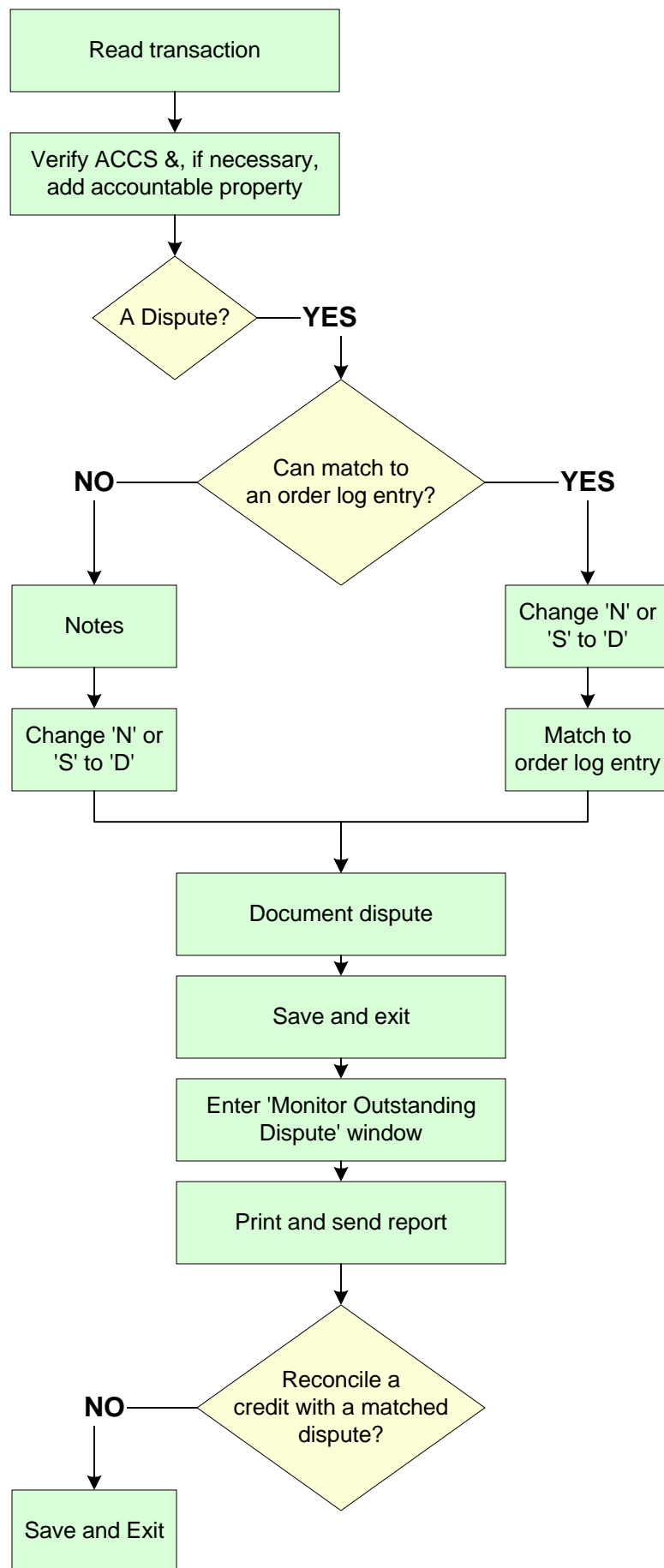
Commerce Purchase Card System

Reconcile a Credit With a Matching Dispute



Commerce Purchase Card System

Reconcile a Disputed Transaction



Reconcile a disputed transaction

- Read transaction
- Verify ACCS
- If object class = 3100 enter accountable property information

Transaction is incorrect ...

No matching order log entry:

- Document reason in notes
- Change 'N' or 'S' to 'D'
- Document dispute
- Save and exit
- Print and send report
- Save and exit

-- or --

Did order item, but cost and/or incorrect quantity, etc. ...

Transaction has matching order log entry:

- Change 'N' or 'S' to 'D'
- Match transaction to log entry
- Document dispute
- Save and exit
- Print and send report
- Save and exit